

Purchasing Manager Tompkins County

Department: Comptroller/Finance

Classification: Competitive

Labor Grade: Management Grade 85

Approved: 4/2021

Revised: 6/2023; 7/2023

By: HB, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS: EITHER:

- (a) Graduation from a regionally accredited or New York State registered four year college or university with a Masters degree in Accounting, Business Administration or a related **AND** two years of full time paid (or the part-time equivalent) experience in accounting and/or experience which involved preparation of materials and services and purchasing, involving item pricing and cost analysis of goods, or account keeping involving commodities or banking programs, one year of which must have been in a supervisory capacity; **OR**
- (b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in business administration, , accounting, , or a related field **AND** three (3) years full time paid (or equivalent part-time) experience in accounting and/or experience which involved preparation of materials and services and purchasing, involving item pricing and cost analysis of goods, or account keeping involving commodities or banking programs, one year of which must have been in a supervisory capacity; **OR**
- (c) Graduation from a regionally accredited or New York State registered college with an Associate's degree in business administration, , accounting, , or related field **AND** at least four (4) years full time paid (or equivalent part-time) experience in accounting and/or experience which involved preparation of materials and services and purchasing, involving item pricing and cost analysis of goods, or account keeping involving commodities or banking programs, one year of which must have been in a supervisory capacity; **OR**
- (d) Graduation from High School or possession of a high school equivalency diploma **AND** at least six (6) years full time paid (or equivalent part-time) experience in accounting and/or experience which involved preparation of materials and services and purchasing, involving item pricing and cost analysis of goods, or account keeping involving commodities or banking programs, two years of which must have been in a supervisory capacity; **OR**
- (e) An equivalent combination of training and experience as defined between the limits of (a), (b) and (c) above.

NOTE: Certification as a CPSM, CPPO, or other professional certification is desired, but not required.

Tompkins County is committed to Equity and Inclusion. We encourage others with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative and managerial position responsible for the procurement and competitive bidding process of commodities, goods and services for County departments. The work involves coordinating and performing the tasks of county-wide purchasing, preparation of detailed specifications, communicating with vendors, and the researching of trade publications regarding the purchasing of goods and supplies. The incumbent is also responsible for the reporting and accounting of the County's capital assets (fixed assets), utilizing a capital assets software program. This position keeps the purchasing policies and procedures current including working with colleagues to develop policies and/or procedures as needed. The work is performed under the general direction of the Director of Finance and/or the Deputy Director of Finance with high latitude for the exercise of independent judgment. This position is responsible for the general supervision of the division staff and supervision may be exercised over other clerical staff. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Prepares and/or approves specifications or standards for bids, RFP's & written price quotations;
- Places legal advertisement notices and processes associated invoices , distributes bid packages to vendors, holds bid openings, analyzes bids, and makes recommendations for acceptance or rejection to appropriate Board Committee or awards bids on behalf of the County upon authorization of Board Committees;
- Responsible for the purchasing of materials, equipment and supplies for the County;
- Reviews specifications for complex services for bid solicitation;
- Prepares, maintains, updates templates for use by departments in developing bid packets.
- Coordinates with Compliance and legal to ensure templates fulfill current requirements;
- Receives, reviews, and approves purchase requisitions/purchase orders from County Departments for content, accuracy and adherence to County and State procurement policies;
- Issues and distributes purchase orders;
- Consults with the County Attorney with regard to legal requirements of procurement procedures in respect to Finance Law;
- Consults with New York State Office of General Services regarding vehicle and other purchased commodities;
- Consults with New York State Department of Labor regarding certified payroll matters;
- Verifies certified payroll submissions are in compliance with the New York State Department of Labor Prevailing Wage Schedules;
- Develops, updates, and implements new purchasing policies and procedures;
- Evaluates bids received to ensure that they are in accordance with specifications and legal requirements;
- Acts as initial contact between vendors and departments to establish delivery and payment schedules;
- Meets and negotiates with vendors and coordinates purchase requests to assure optimum value for acquisitions;
- Communicates and/or corresponds with departments to define needs and with vendors, dealers, firms, or suppliers concerning materials, contracts, deliveries, inquiries, price quotations, complaints, substitutions, etc.;
- Obtains and studies comparative price quotations to ensure economy in purchases;
- Serves as a member of the EPP Team (Environmentally Preferred Product), encourages that these products are purchased effectively and within policy;
- Responsible for auction solicitations for unwanted items when requested and distributing received funds appropriately;
- Prepares reports and correspondence regarding bids, requisitions, cancellations of orders, price changes, adjustments, and contract execution;
- Assists departments in establishing pricing for departmental budgets or reviews requests based upon recommendation of the County Administrator;
- May analyze market conditions by researching current technical publications and practices to determine pricing trends or product qualities;
- May analyze drawings, examine samples, and attend demonstrations to determine compliance with specifications;
- Organize cooperative purchasing efforts where possible with Municipalities by meeting with Town Supervisors or Highway Superintendents to assure that their needs are addressed in bid specifications for services and for procurement of equipment, services, and supplies;
- Provides training to County departments and municipalities, upon request, regarding purchasing procedures;
- Consults with vendors regarding payment, invoice, delivery, and service issues, including the issuance of complaint letters and contract cancellation notices;
- Provides assistance with the year end processes including rolling of purchase orders and closing of capital assets
- Provides accounting and reporting of the County's capital assets, including processing, sorting, recording, scanning and filing of documents electronically;
- Assists in the preparation of the County's annual budget;
- Conducts a mid-year physical inventory for all capital assets and provide departmental reports;
- Provides the Director of Finance and external auditors with capital asset statements, including land, equipment, buildings, construction work in progress, and infrastructure. Such statements include schedules of additions and disposals for all asset classes throughout the fiscal year;
- Provides depreciation schedules for capital assets.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of principles, practices and technical resources of purchasing and specification writing, inclusive of typical documents, contracts, and forms as well as bidding and procurement practices;

Good knowledge of ethical and acceptable business practices;

Good knowledge of legal requirements and procedures of competitive bidding;

Familiarity with Web based RFP/Bid programs including virtual bid openings;

Knowledge of 'Best Value' purchasing practices;

Knowledge of Collaborative and/or piggybacking purchasing contracts;

Knowledge of technical resources and information used in specification writing;

Good knowledge of properties, uses, costs and standards of business, commercial, industrial, and construction materials, equipment, and supplies;

Understanding of 'Green' purchasing / environmentally preferred sourcing methods;

Working knowledge of EXCEL, including sorting, tables and reporting functions;

Ability to learn and utilize new reporting and account-keeping software for purchasing and capital assets;

Ability to read, understand, and apply technical directions, diagrams, charts, and written tests which describe specifications of business, commercial, industrial, and construction materials, equipment, and supplies;

Ability to analyze and compare price quotations;

Ability to deal effectively with vendors, contractors, and business representatives;

Ability to organize and maintain accurate records and files;

Ability to organize and analyze data and prepare records and reports;

Ability to do research and work independently;

Ability to understand and carry out complex oral and written directions;

Ability to plan, assign, and supervise the work of assigned personnel;

Demonstrated commitment to diversity, equity and inclusiveness;

Thoroughness, honesty, initiative, resourcefulness, accuracy, good judgment, tact, and courtesy;

Physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, use hands to keyboard, handle, or feel objects, manipulate tools, or controls, and reach with hands and arms. The employee is required to see, walk, talk and hear. The employee must occasionally lift and/or move up to 45 pounds. Due to extensive computer usage, the job requires considerable visual effort. Vision abilities required by this job include close vision and the ability to adjust focus to a

mid-range. The employee's physical and mental condition shall be commensurate with demands of the position, either with or without reasonable accommodation. Psychological demands are moderate for this position that include tight deadlines and rush orders.. Considerable interpersonal skills are necessary in order to create connections, obtain buy-in, cooperation with community agencies, municipalities and throughout the organization. Internal contacts may include work with elected officials, department heads or deputies for the development and implementation or clarification of policy, procedures, programs, projects, or issues requiring inter-agency cooperation.. External contacts are with high-ranking officials and administrators including heads of private agencies or organizations and legislators and involve important of policy and mission.. The work environment has minimal exposure to disagreeable conditions. The incumbent will perform all related duties as required.

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